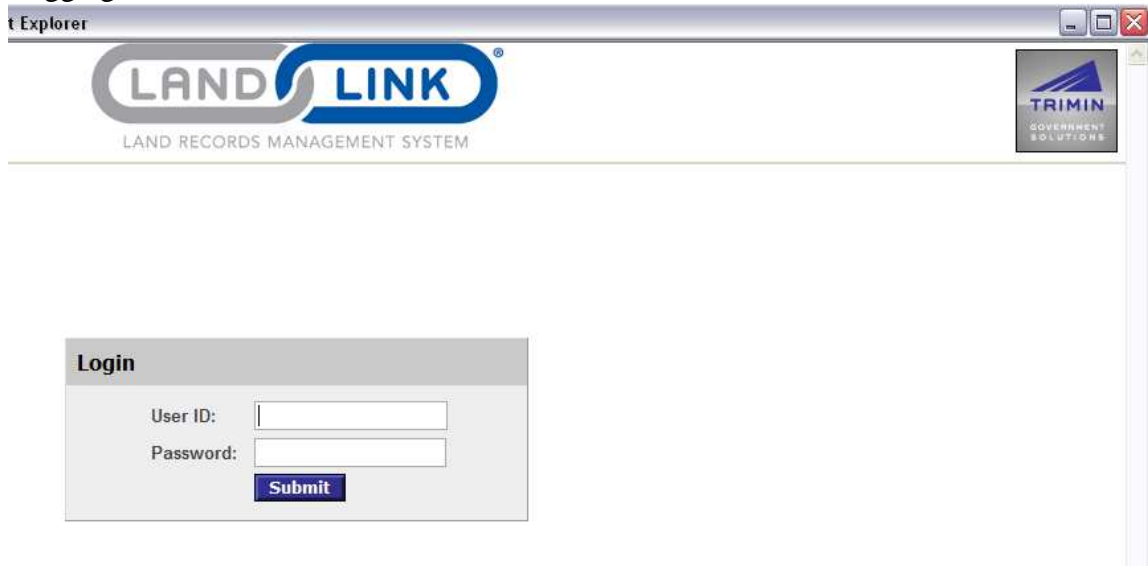


Using LandLink Public Inquiry

Logging In



The User ID will be, for example: PUBLIC1
And the Password will be lower case: public1

----- FOR IN OFFICE PUBLIC USE:

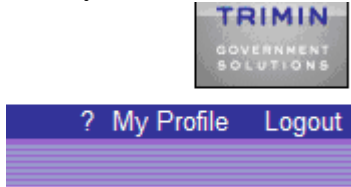
The number that you will use will coincide with the number on the public computer monitor.

For instance if you are monitor 3 then the User ID and Passwords would be:

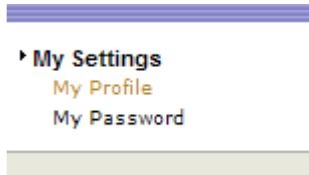
User ID: PUBLIC3
Password: public3

For remote users (or users in other departments) you will use your assigned Username and Password from the MCRO IT department or your old Mainframe User ID if you are one of the City/County agencies that had access to the Mainframe Recorder's Index. [For instance if you worked for the Recorder's office it would be RCD2345]

It is encouraged to change your password immediately. To do this, after you log in, go to the My Profile link at the top right of your browser:



Then click on the My Password link on the left side of the page:



You will then see this screen:

Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Insert your initial password (which is 'password' lower case) and then submit your new password.

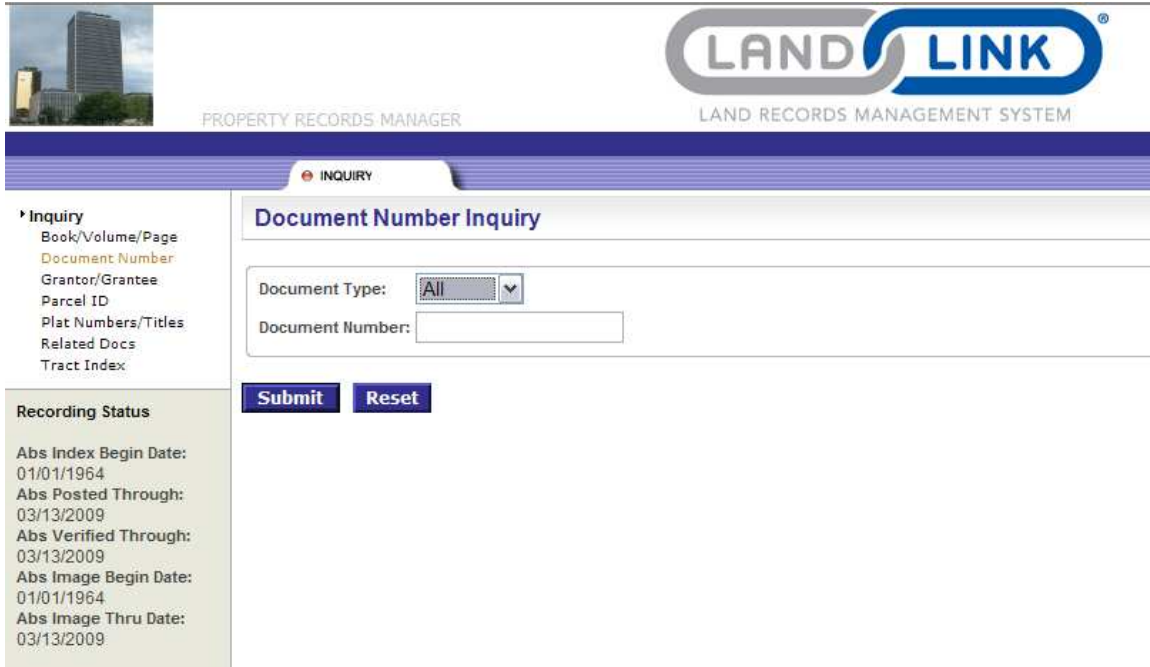
Your Options

Using LandLink you can see that you have several options for Inquiry. You can search:

- Document Number
- Grantor/Grantee
- Parcel ID
- Plat Numbers/Titles
- Related Docs
- Tract Index

Also you can see the Recording Status including the date Abstracts began being indexed, what Abstracts are posted through, what Abstracts are Verified through, when the Images began to be posted, and what date the Images are currently up to.

Document Number Inquiry



The screenshot shows the LAND LINK Property Records Manager interface. At the top, there is a logo for LAND LINK and the text "PROPERTY RECORDS MANAGER" and "LAND RECORDS MANAGEMENT SYSTEM". Below this is a navigation bar with "INQUIRY" selected. On the left, there is a sidebar with a list of links: "Inquiry", "Book/Volume/Page", "Document Number", "Grantor/Grantee", "Parcel ID", "Plat Numbers/Titles", "Related Docs", and "Tract Index". Below the sidebar, there is a section titled "Recording Status" with the following information: "Abs Index Begin Date: 01/01/1964", "Abs Posted Through: 03/13/2009", "Abs Verified Through: 03/13/2009", "Abs Image Begin Date: 01/01/1964", and "Abs Image Thru Date: 03/13/2009". The main content area is titled "Document Number Inquiry" and contains a form with two fields: "Document Type:" with a dropdown menu set to "All", and "Document Number:" with an empty text box. Below the form are two buttons: "Submit" and "Reset".

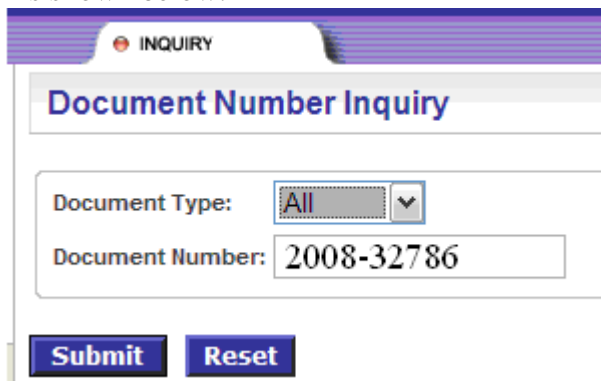
In Document Number Inquiry you can search both Abstracts and UCC by document number. The Document Type will be available through the drop down list next to Document Type. To search using a Document Number enter the year and use its instrument number afterwards.

For example:

If you are searching for the instrument number: 2008-0032786


You would enter the Document Number: 2008-32786

As shown below:



This screenshot shows the same "Document Number Inquiry" form as the previous one, but with the "Document Number:" field filled with the text "2008-32786". The "Document Type:" dropdown remains set to "All". The "Submit" and "Reset" buttons are still present at the bottom of the form.

Grantor/Grantee Inquiry

 INQUIRY

Grantor/Grantee Inquiry

Grantor/Grantee:

Name Match:


Contains ▼

Grantor/Grantee Type:


Both ▼

Instrument Group:

Recorded Date Range:

01/01/1964 

to


03/13/2009 

Submit

Reset

When searching Grantor/Grantee, be sure not to use commas or other punctuation. For example if you have the name Charles Xavier DO NOT enter Xavier, Charles but instead type in Xavier Charles

Parcel ID Inquiry


 INQUIRY

Parcel ID Inquiry


Document Type:

All ▼

Recorded Date Range:



to




Parcel Id:

Submit


Reset

Use the recorded Date Range and Parcel ID number to search for your information.

Plat Numbers/Titles Inquiry

 INQUIRY

Plat Titles


Position to:  [\(Plat Title\)](#)

Displaying 1 to 20 of 1,000 total items.
[First/Prev] 1 | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) [Next/Last]

Code	Plat Title
1	
135	"JOSE-BALZ DELAWARE STREET ADD"
124	#8366 CASTLETON CORNER DR/SERV MERCHANDISE SHOP CENTER
126	'
127	'ECHO POINTE SEC THREE
128	'VILLAGE GATE SEC III
37	+ARC ESTATES NORTH
79	,ANSUR PARK
80	,ARTOM BURTONS SUB
81	,ARU K DAWSPMS ADD
82	,ASTHEAD SEC THREE
83	,ATAKES EAST OHIO STREET
84	,AYFLOWER VILLAGE FOURTH SEC
85	,CCORDS CROSSING SEC 2B
86	,EADOW BEND SEC 5
87	,IAMI POWER COMPANYS NORTH ILLINOIS STREET SUB
88	,ILLIGAN PARK LANE
89	,MANIONS SUB WINGATE ADD
90	,MCFARLAND FARMS SEC SEVEN
91	,MOELLER ESTATES AT WILDWOOD FARMS SEC 2

Use Code or Plat Title to search. If you wish to search using the Plat Title, click on the link in the parenthesis. If you want to go back to searching by Code there will be a link next to the Go button after you have switched over.

Related Document Inquiry

 INQUIRY


Related Document Inquiry

Document Type:

Document Number:



Information on Cross-Referenced documents can be found using the Related Document Inquiry.

Tract Index Inquiry

 INQUIRY

Tract Index Inquiry

Document Type:

Recorded Date:  to 

Instrument Group Code:

Grantor/Grantee Name:


Section: Township: Range:

QQ: Q: Quarter Match:

Other Lot: Lot:

You can search the Tract Index Inquiry if you have Section, Township, and range information. You can also search with Quarters and Lots. You can also use the Plat Number tab to search as well.

Address

 INQUIRY

Property/Mailing Address Inquiry

Address Line 1:

Address Line 2:

City: State: Zip Code: -

Submit

Reset

Clear


Using the Address Inquiry section you can search for an address using a standard address such as:

Address Line 1: 200 E Washington

City: Indianapolis State: IN Zip Code: 46224

Results

The search results will look like this:

 INQUIRY

Document Display [Abstract 200800032786 B-14123341]

Document Info [A 200800032786]

Open Image

Rec Date: 03/26/2008
Rec Time: 12:00 AM
Verified: **Reviewed**
Pages: 0
Remarks: Migrated

Instrument: COT
Date of Inst: 03/11/2008
Returned Date:
On Behalf Of: Not Available
Mortgage Amount: 0

Fees: 0

Grantor/ee

Lots & Blocks

Grantors
[HEALTH & HOSPITAL CORP](#)

Grantees
[NATION OF ISLAM MOSQUE 74 INC](#)

Return To

Received From

Paid By

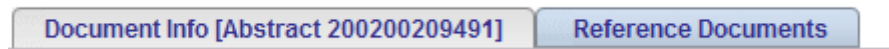
Return To
Acct #:
Name: Not Available
Address 1:
Address 2:
City:
State:
Zip:
Return Method:

At this point you can use the tabs on the page to:

- View the Grantor/Grantee (which you can click on them as links to get related documents)
- Lots & Blocks will show you Lot, Block, Plat, and Parcel ID numbers
- Also the Return, Received, and Payment information if such is made available

You can also open the image in the upper right hand corner of the page.

It is important to note that there may also be a tab next to the “Document Info” tab that may say “Reference Documents”. It will look like this:



This tab will show information on any related documents.

For any questions please ask a Records Employee by calling 327-4020 or us at MCROCustomerService@indygov.org.